

**CONTRACT AND SERVICE AGREEMENT
FOR CLEANING OF GEORGETOWN TOWNSHIP OFFICE BUILDING
1515 BALDWIN STREET, JENISON, MICHIGAN**

This agreement, dated December ____, 2009, is made between:

Georgetown Charter Township, 1515 Baldwin Street, Jenison, and

for cleaning services at the Township Office Building, located at 1515 Baldwin Street, Jenison, beginning January 1, 2010 for a three year period and consists of this page, plus the following seven pages.

The payment schedule will be as follows:

\$_____ per month for a twelve month period beginning January 1, 2010;

\$_____ per month for a twelve month period beginning January 1, 2011;

\$_____ per month for a twelve month period beginning January 1, 2012.

Georgetown Charter Township

Cleaning Contractor

By: _____

By: _____

Title: Clerk

Title: _____

Date: _____

Date: _____

Initials-Georgetown Township Clerk – Date

Initials-Cleaning Contractor - Date

SPECIFICATIONS FOR THE CLEANING OF BUILDING

I. GENERAL SPECIFICATIONS

- A. Cleaning Contractor shall furnish the following: all labor, equipment and cleaning supplies and materials required to perform the cleaning work in accordance with the specifications contained herein and the provisions of the Contract. All vacuum cleaners shall be of a commercial grade and of a sufficient size acceptable to the Township and shall be maintained in good repair and operating order at all times. All supplies provided by Contractor shall be of commercial grade. Township reserves the right to disallow the use of any product supplied by Contractor.
- B. Where stripping and refinishing of floors and baseboards is specified, the work shall be done as per manufacturers' recommendations.
- C. Steam cleaning of the carpeting is not included as part of this bid; however, spot cleaning of the carpeting as specified herein is included as part of this bid. When spot cleaning carpeting, the Cleaning Contractor shall only utilize such products that have been recommended by the carpet manufacturer.
- D. Contractor shall ensure that all trash collected each day from the interior and exterior of the buildings is deposited in Township designated trash bins (located outside of the Library building) immediately upon completion of the trash removal operation. Contractor shall further ensure that no trash collected during the process of the trash collection operation is left unattended at any time prior to deposit in the trash bins. All boxes shall be broken down prior to placement in the Township designated trash bins. Recycled materials shall be deposited in the recycle bins at the neighboring Ridgewood Christian Reformed Church.
- E. Contractor shall ensure that all buildings are locked and secured after performing their cleaning services in each building.
- F. Contractor shall, upon request, perform additional cleaning services as requested by the Township. Any additional work requested shall be subject to agreement by the parties at a rate to be determined.
- G. Contractor shall, upon request, maintain inventory logs of supplies to be provided by the Township. Contractor shall maintain logs supplied by the Township of completed work. All cleaning specifications shall be completed as detailed in the contract even if any specific tasks appear to be unneeded.

Initials-Georgetown Township Clerk – Date

Initials-Cleaning Contractor - Date

- H. Prior to bringing any cleaning product onto Township property, contractor shall supply to the Township Safety Coordinator all MSDS sheets as required for any cleaning product used and a duplicate set of all such sheets (categorized in a three-ring binder identified with a title of "MSDS Information") in the janitor's closet in the basement of the building.
- I. Contractor shall require that none of its employees smoke in any of the buildings. Contractor shall require that none of its employees consume any food or drinks in any area other than in the lunch room.
- J. Contractor agrees that no individual other than those named on the List of Key Personnel in the bid document may enter any Township building during closed hours. Names may be added or deleted from the List of Key Personnel as necessary and must be provided to the Township in writing before named individual may have access to any Township building during closed hours. Those individuals added must meet requirements as set forth in the bid document and contractor must supply to the Township all information requested under "Key Personnel: Qualifications and Experience" in the bid document before the named individual may have access to the Township building during closed hours. Contractor agrees that their personnel will not provide access to any individual other than those on the List of Key Personnel to the Township building or otherwise secured or locked areas during closed hours. This includes any individual who might have limited access to any Township building, as well as Township staff, elected officials, vendors, etc.
- K. Contractor agrees that because of the nature of the business conducted in Township Buildings, the Township has the right to insist that any particular employee, officer or agent of the Contractor not be assigned to work in said building. No individual is eligible to provide cleaning services to the Township who has ever been convicted of a felony, or has been convicted of theft within the past five years.
- L. Contractor shall obtain and maintain in force personal injury insurance in the amount of \$500,000.00, property damage insurance in the amount of \$1,000,000.00 and automobile liability insurance in an amount approved by the Township. All said insurance policies shall name the Township as an additional insured and shall be provided to the Township prior to the commencement of service.
- M. Contractor shall provide and maintain statutory workers' compensation insurance and provide proof of said insurance to the Township at the time the contract is signed.
- N. Prices shall be firm for work performed for the duration of the contract, which is from January 1, 2010 until December 31, 2012.

Initials-Georgetown Township Clerk – Date

Initials-Cleaning Contractor - Date

- O. The Township may terminate the contract at any time by providing the Contractor with 5 days written notice of termination. The Township reserves the right to terminate the Contractor's cleaning service at the building serviced by the Contractor.
- P. The Township will pay the contractor on a monthly basis for services rendered.
- Q. Penalty for Non-Performance. If the work is not performed in accordance with the specifications contained in the contract, and Township personnel are required to complete any work, an hourly rate of \$25.00 and a 10% administrative fee will be deducted from the Contractor's monthly payment. If an outside company is required to be hired to complete the work, the cost incurred by the Township plus a 10% administrative fee will be deducted from the Contractor's monthly payment.
- R. Theft and Breakage. Contractor shall be solely responsible for and indemnify and hold the Township and its employees and agents harmless from any loss suffered of Township property or the property of the Township employees or agents located within Township buildings on account of breakage or theft by Contractor's employees or agents. Any breakage or theft caused by or the responsibility of the Contractor may be offset by the Township against the amounts payable to the Contractor. Contractor shall be financially responsible for any theft or loss or costs incurred due to the failure of the Contractor's personnel to secure any storage areas or Township Buildings. Such costs incurred or losses suffered by the Township plus a 10% administrative fee will be deducted from the Contractor's monthly payment.
- S. Confidentiality. It is understood and acknowledged by Contractor that during the course of performing its duties under the terms of this contract, the employees of the Contractor may have access to documents, records and materials from highly confidential and personal Township files, and that contents of those documents, records and materials are protected from unauthorized review and disclosure by any person by both state and federal law. Contractor will instruct all employees that they are not to read, copy, review, or search through any such documents, records and materials, or to disclose any information contained therein. The Contractor and its employees shall not examine the contents of the waste receptacles, or otherwise rummage through or inspect items designated for removal as trash. The Contractor and its employees shall not take any items from the waste receptacles, trash, or the on-site trash container.
- T. Applicable Laws. The revised code of the state of Michigan, Charter of the Township of Georgetown, and all township ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.

Initials-Georgetown Township Clerk – Date

Initials-Cleaning Contractor - Date

- U. Infringements and Indemnifications. Contractor agrees to protect, defend, and save the Township harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract and he/she further agrees to indemnify and save the Township harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents. To this extent, the Contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the Township whenever such insurance is deemed necessary. When so required, the types and amounts of insurance to be provided will be set forth by the Township.
- V. Keys, access cards/fobs. Contractor shall keep a written record as to which of its employees or agents are given possession of keys and/or access cards/fobs to Township buildings. A copy of the written record shall be provided to the Township identifying which individual has possession of specific keys and/ or access cards/fobs. (Note that all keys and access cards/fobs are identified with unique numeric or alpha-numeric characters.) No copies of keys shall be made. Contractor shall return all keys and/or access cards/fobs to the Township upon completion of contract or upon demand by the Township. Keys designated to remain in a Township building shall not be removed under any circumstances.

II. **Submittal Requirements Included in the Bid Document**

The following items, which had been submitted by the Contractor in the bid proposal, shall become part of the contract by reference, including:

- A. Management Summary
- B. Key Personnel: Qualifications and Experience
- C. Organization: Qualifications, and Experience
- D. Description of Services to be Rendered
- E. Management Approach
- F. Equipment
- G. Additional Information

Initials-Georgetown Township Clerk – Date

Initials-Cleaning Contractor - Date

III. CLEANING SPECIFICATIONS FOR THE TOWNSHIP OFFICE

The Township Office, located at 1515 Baldwin St., shall be cleaned in accordance with the following specifications:

A. General

1.	Empty wastebaskets and recycle containers	Daily
2.	Replace wastebasket liners	2 times per week or more as needed to maintain a clean appearance and sanitary condition (Contractor provides liners).
3.	Clean tops of all counters, desks, tables, files, credenzas, chairs and other furniture.	3 times per week or more as needed to maintain a clean appearance
4.	Clean legs, pedestals and front, side and back panels, tables, files, chairs and other furniture	As required to maintain a clean appearance
5.	Vacuum upholstered furniture edge to edge	As required to maintain a clean appearance, no less than once per week
6.	Spot clean upholstered furniture	Whenever a spot appears or prior to 8:00 a.m. of the next morning after being reported by Township staff. Utilize methods and products as recommended by furniture manufacturer.
7.	Clean all horizontal surface i.e., window ledges, etc.	3 times per week or more as needed to maintain a clean appearance
8.	Spot clean walls and doors (especially around door knobs)	Once per week
9.	Wash all interior glass including door windows and all glass panels both sides (interior of building), including showcase windows in lobby	Daily
10.	Remove cobwebs, spiders, etc. from all areas (including light fixtures)	Daily
11.	Clean and polish drinking fountains	Daily
12.	Vacuum/clean cold air grates in ceiling and heating/HVAC grates/registers in walls	Monthly

Initials-Georgetown Township Clerk – Date

Initials-Cleaning Contractor - Date

B. All Carpeting

1.	Vacuum carpet – completely including each individual office	Daily – Must vacuum according to the carpet manufacturer's guidelines.
2.	Spot Clean Carpeting	Whenever a spot appears or prior to 8:00 a.m. of the next morning after being reported by Township staff. Utilize methods and products as recommended by carpet manufacturer.

C. All Tile Floors (Including Stairwells and Landings)

1.	Dust mop	Daily
2.	Damp mop	Twice per week
3.	Spot mop	As required to maintain clean appearance
4.	Strip, seal and refinish floor areas, including baseboards	Up to twice per year, upon Township's request, to be scheduled at the Township's convenience during authorized times (*see authorized times)
5.	Buff and spray buff	As required to maintain floor finish & finish and a clean glossy appearance.

D. All Concrete Floors

1.	Dust mop	Weekly
----	----------	--------

E. All Restrooms

1.	Clean and disinfect inside and outside of sinks, wash basins, stools, urinals, grab bars and door knob/handles/push plates and stall door knobs/handles/locks; and polish all fixtures including dispensers	Daily
2.	Clean mirrors	Daily
3.	Replenish towels, vending machine supplies, soap and toilet tissue (note: Township will supply towels and tissue)	Daily
5.	Clean and damp mop floors with disinfectant antiseptic cleaner	Daily
6.	Empty and clean sanitary product disposal receptacles in Women's restrooms. (Contractor to provide liners)	Daily-including replacement of liners daily

Initials-Georgetown Township Clerk – Date

Initials-Cleaning Contractor - Date

F. Entrances

1.	Damp mop floors (lobby)	Daily
2.	Wash all entrance doors and sidelight windows inside & out	Daily
3.	Vacuum carpet	Daily

G. Lunchroom/Kitchen area lower level

1.	Clean and disinfect table tops, counter tops, sinks, cabinets, faucet fixtures, and exterior surfaces of appliances	Upper level-daily; Lower level-weekly or by 8:00 a.m. the next morning after the room is used
2.	Clean and damp mop floors with disinfectant antiseptic cleaner and vacuum carpet floor	Daily

H. Janitor/Utility Closets

To be kept in a neat and orderly fashion and secured at all times.
--

***Authorized Times**

The hours during which the respondent's staff will be cleaning each building are subject to Township approval and must occur daily Monday through Friday.

Authorized times for the Township Office are as follows:

- After 5:00 p.m. Monday through Friday and before 8:00 a.m. Monday through Friday.
- Due to night meetings that are regularly scheduled for the meeting room, no cleaning is to be conducted in the Township Office from 7:00 p.m. to 9:00 p.m. on Monday and Wednesday, or other dates and times as may be scheduled for meetings. The additional meeting dates and times will be provided as they are scheduled.
- Due to elections that are occasionally scheduled for the whole building, no cleaning is to be conducted in the Township Office during the conduct of the election and shall be conducted after the election is completed (dates to be provided).
- Cleaning after the end of Friday's work day may occur anytime during the authorized times prior to 8:00 a.m. on Monday.

Initials-Georgetown Township Clerk – Date

Initials-Cleaning Contractor - Date